

NOTICE MATERIALS

12/11/03

Provide the materials listed for your application. See the back of this sheet for details on how to get noticing materials. If you have any questions concerning your application submittal, please visit or call the Permit Center (425-452-6864) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Our TTY number is 425-452-4636.

Required at Submittal:

1. Provide a current King County Assessor's quarter-section map(s) with the property identified and showing all property within 200* feet of any boundary of the subject property. Draw the 200*-foot boundary line on the map(s). Key the list of property owners to the map(s) by the owners' tax account
2. Provide ~~2~~ **2 Sets** of mailing labels for all property owners within 200* feet of any boundary of the subject property.
3. Provide a copy of the mailing label list.
4. **The City of Bellevue will install** a 2-sided public information sign on the site in conjunction with publishing the notice of application. The applicant will pay for one sign (\$271.00) at submittal. If more than one sign is required the applicant will be billed for the additional cost at \$271.00 per sign.

* 300 feet for a Preliminary Plat, Planned Unit Development, Final Plat, Plat Amendment.

	1. Quarter-section Map	2. Mailing Labels	3. Mailing Label List	4. Information Sign
Administrative Conditional Use	X	X	X	X
Accessory Dwelling Units		2 Sets	X	
Major Project w/SEPA & Demolition w/ SEPA				X
Single Family Accessory Structure in the Water (if Substantial Development)	X	X	X	
Clear & Grade with SEPA	X	X	X	Optional
Comprehensive Plan Amendment	If the proposal involves specific property, all are required; if this is an area-wide or zone-wide change, none are required.			
Conditional Use (Hearing Examiner)	X	X	X	X
Design Review	X	X	X	X
Environmental Impact Statement	X	X	X	X
Final Plat (plat amendment only)	X	X	X	X
Home Occupation	X	X	X	
Land Use Approval Amendment	X	X	X	X
Land Use Code Amendment	If the proposal involves specific property, all are required; if this is an area-wide or zone-wide change, none are required.			
Protected Area Exemption (Administrative)	X	X	X	
Protected Area Exemption (Hearing Examiner)	X	X	X	X
Preliminary Plat	X	X	X	X
Preliminary SEPA				Optional
Preliminary Short Plat				X
Planned Unit Development	X	X	X	X
Rezone	X	X	X	X
Substantial Development	X	X	X	
Shoreline Conditional Use	X	X	X	X
Shoreline Variance	X	X	X	
Variance	X	X	X	

Get Materials for Public Noticing from: King County Department of Assessments
Public Information Section
King County Administration Building, 7th Floor
500 Fourth Avenue, Seattle
Phone: (206) 296-7300
Hours: 8-5 on Mon., Wed., Thurs.; 9-5, Tues.; 8-4:30, Fri.

To Obtain Maps/Information on Adjacent Properties:

1. Identify your subject property and obtain its quarter-section/township/range map coordinates. Use the Kroll map books or the self-service terminals, or ask the Public Information staff for assistance.
2. Get a copy of the appropriate quarter-section map from the staff, plus a scaled template of the required radius. They can make photocopies of portions of the maps if necessary. Full-size map copies may be ordered from Public Works on the 9th Floor.
3. Locate your subject property on the map; then use the template to identify all adjacent parcels within the required distance. (Adjacent maps may be necessary in case of overlaps.) Determine the Assessor's account number of the parcels from the information included on the map. Public Information staff can provide you with a handbook of examples to help you determine the account numbers.
4. Use the self-service terminals to look up individual account information. The *Tax Information* screen includes the taxpayer/owner mailing address. The *Property Characteristics* and the *Index Browse* screens contain the property street addresses. Printouts of the screens can be made.

To Obtain Computerized Address Labels and/or Printouts:

5. Get a Batch Request Sheet and Source Sheet(s) from staff. Fill out the request sheet and list the parcel/account numbers on the source sheet(s). See examples in the handbook referred to in #3. Return the sheets; staff will check them and assign a batch request number.
6. Sign and have notarized an agreement limiting allowable uses of the information to be obtained (see example in handbook). One signed agreement will serve for the entire year. Limited notary services are available in the department.
7. Staff will log your completed request and deliver it to King County Computer & Communications Services, Gateway Tower Building, 700 5th Ave., Suite #2300.
8. Computer & Communications Services prints labels and printouts on Monday, Wednesday, or Friday nights for requests received by **2 p.m.** that day. They will notify you (per your request instructions) when the output is ready for pickup.
9. Pick up labels/printouts from Computer & Communications Services, Gateway Tower Building, 700 5th Ave., Suite #2300. Payment is required at pickup:

Minimum Charge - \$27.20, which includes tax
Address Labels – 65¢ each, plus tax
Printouts - 60¢ per parcel, plus tax
Printout of Legal Description - \$1.30 per parcel, plus tax